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From: DiNatale, Margaret (DPH)
Sent: Tuesday, July 17, 2007 12:06 PM
To: Peppe, Joseph (DPH); Borne, Alan (DPH); Belanger, Peter (DPH); Goldbaum, Robert (DPH); Stiles, Tracy (DPH); Boyd, Rozelta (DPH); Rubin, Alan (DPH); Clemmer, Jill (DPH); Salemi, Charles (DPH); Kazianis, Arthur (DPH); Chen, Karen (DPH); Elvin, Paul (DPH); Westerling, Judith; Wang, Xingtai (DPH); Hennigan, Scott (DPH); Hennigan, Dennis (DPH); Richards, Joel (DPH); Gauthier, Cheryl (DPH); Cavaleri, Lori (DPH); Krumholz, Glenn (DPH); Konomi, Raimond (DPH); Ridley, Stephen (DPH); Preval, Margaret (DPH); Servizio, Paul (DPH); Jenner, Jennifer (DPH); Osborne, Matthew (DPH); Acloque, Roslyn (DPH)
Cc: Caloggero, Dina (DPH); Nassif, Julianne (DPH); Han, Linda (DPH); Smole, Sandra (DPH); Nawn, Kathleen (DPH); Stinson, Cynthia (DPH)
Subject: equipment inventory updates

Hi,
In order to prepare the contract for Caley and Whitmore for fiscal 2008, we need to review our equipment inventory list. The Caley and Whitmore contract will cover preventive maintenance for microscopes, balances and centrifuges.

I will deliver a copy of the inventory list for these pieces of equipment to one Supervisor in each Division. I ask that you circulate these lists among the other Supervisors in your Division and that each person initial the list once the review is complete. If you need to make any changes to the lists, please clearly indicate the change and date and initial the change. This will allow me to follow up with the proper person if a question arises in the future.

Changes may include:
Location of the piece of equipment
Equipment no longer in use (surplus)
New piece of equipment

If you add a new piece of equipment to a list, please include all of the information (manufacturer, serial #, model, type of equipment, room #, contact person) on the list.

Please return these lists to me by Tuesday, July 24. If you are unable to meet this requested deadline, please let me know.

Thanks,
Peggy DiNatale